



Request for City Council Committee Action From the Department of Public Works

Date: August 26, 2003
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee

Subject: **Office Space Lease for the Civilian Review Authority in the Grain Exchange Building**

Recommendation:

1. Authorize the proper City Officers to execute a new lease in the Grain Exchange Building for the Civilian Review Authority's (CRA) staff. The CRA's rent expenses are paid from the Department of Civil Rights' budget and no appropriation increase is needed.

Previous Directives:

- None

Prepared by: Rebecca Law, Project Manager, 673-3252

Approved by:

Klara A. Fabry, P.E., City Engineer, Director of Public Works

Presenters: Rebecca Law, Project Manager or Greg Goeke, Facilities Manager

Financial Impact (Check those that apply)

- ☒ Action is within current department budget.
☐ Action requires an appropriation increase to the Capital Budget
☐ Action requires an appropriation increase to the Operating Budget
☐ Action provides increased revenue for appropriation increase
☐ Action requires use of contingency or reserves

☒ Other financial impact (Explain):

Reduction of office rent costs.

____ Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information:

The Civilian Review Authority (CRA) office has been housed in the Grain Exchange Building for the past three years and the existing lease expires September 30, 2003. It is our opinion that CRA personnel can eventually be moved to another City building that would provide a cheaper long-term location. The CRA's rent expenses have been and will continue to be paid through the Civil Rights Department's budget.

It is not possible to immediately move the CRA staff because other City groups need to relocate first. As an interim solution, we negotiated a new lease with the Grain Exchange Building owners. The proposed lease has the same provisions as the current lease with the following exceptions:

1. The rent will be reduced from the current rate of \$3,178 to \$1,981 per month. This change reduces the annual cost of the office space by \$14,364 per year.
2. The new lease has a month-to-month renewal term with 30 days notice required for cancellation. The existing lease was for three years and required three months notice.
3. The new lease allows termination by the City for any reason and without a penalty. The existing lease required a penalty payment of three months rent for terminating the lease.

C: Vanne Owens Hayes, Civil Rights
Barbara Damchik-Dykes, Civil Rights / Civilian Review Authority
Tammy Omdal, Finance